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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

26 March 1964

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Inspector General's Survey of the Office of
Central Reference

REFERENCE: Action Memorandum No. A-345 from the Executive
Director, dated 8 January 1964

1. This memorandum reports progress made by the DD/I and Office of Central Reference in carrying out the recommendations of the Inspector General.

2. All recommendations except 8, 12a, 12c, 18, 21, and 22 were approved by the Executive Director. Actions taken as of 20 March 1964 are as follows:

Recommendation 1: (Release policy)

Action taken: The AD/CR terminated the policy through the issuance of OCR Notice 20-17, dated 12 December 1963.

Recommendations 2a through h: (Classification study of OCR)

Action taken: In mid-February, the Salary and Wage Division, Office of Personnel, started the classification review of OCR positions. All points covered in the Inspector General's report will be included in the classification survey. OCR does not intend to use the IG's recommendations as supporting material to obtain higher level clerical slots, as mentioned in the Executive Director's Action Memorandum. Removing routine processing functions from analysts' jobs, however, will necessarily affect certain clerical positions, and any adjustments at the clerical level will be thoroughly reviewed by the Salary and Wage Division.

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Recommendation 3: (Field recruiting by OCR)

Action taken: OCR will continue to send representatives to assist recruiters in the screening and selection of analyst personnel.

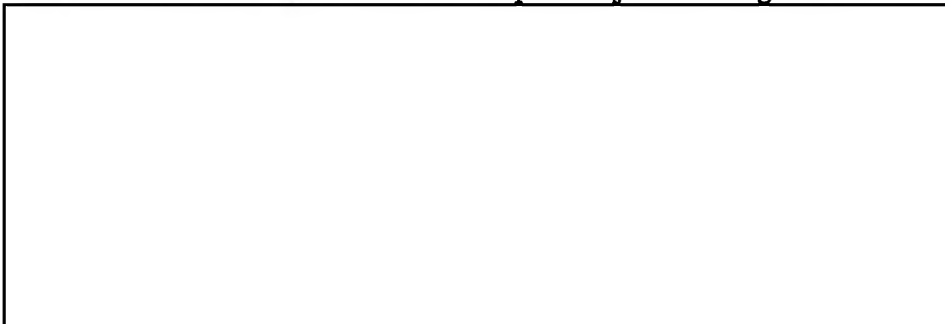
Recommendation 4a: (EOD grades)

Action taken: OCR has adopted the recommended policy for entrance-on-duty grades. Variations or changes will be made only when they are consistent with standards used by other Agency components.

Recommendation 4b: (Accelerated promotions)

Action taken: In addition to the grade adjustments already made by OCR, four other individuals were identified in the Executive Director's Action Memorandum as possibly deserving cases:

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Recommendations 5a, b, c: (Regulations on Liaison Staff)

Action taken: The publication of the following regulations satisfy the recommendations concerning the liaison functions of OCR;

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dated 5 November 1963, "Central Responsibility for Coordination of Interagency Liaison".

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dated 22 November 1963, "CIA Briefing and Debriefing Program".

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Recommendation 6: (Survey of CGS)

Action taken: The DD/I will coordinate with the Inspector General the recommended survey of the Collection Guidance Staff.

Recommendation 7: (TS Control procedures)

Action taken: OCR has taken no further action inasmuch as the special Agency committee chaired by the Office of Security has not yet submitted to the Executive Director its report on the handling and accountability controls for code word and Top Secret material.

Recommendation 9: (Training)

Action taken: The AD/CR has directed division chiefs to comply with the recommendations on training. By June 1964, enrollments in the Intelligence Orientation Course will be on a current basis. Training schedules for all categories of personnel have been updated and will be issued for the guidance of all supervisors.

Recommendation 10: (Layers of supervision in DD)

Action taken. An examination of supervisory policies in the Analysis Branch of Document Division revealed some criticism of the coordination time required several months ago when new Dictionary entries were being resolved. The Branch Chief has taken steps to ensure that no unnecessary layers of supervision exist.

Recommendation 11: (DD partitions)

Action taken: The DD/I will approve the requisition for this panelling provided that necessary funds (\$12,000) can be made available for this purpose.

Recommendation 12b: (Reorganization in BR)

Action taken: Effected on 1 October 1963.

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Recommendation 13: (BR serial number system)

Action taken: The conversion to a standardized serial number system is in progress and will be completed by September 1964.

Recommendation 14: (BR printing services problem)

Action taken: OCR printing requirements, including the Biographic Register's, were reported on 6 December 1963 to the Agency committee which has the entire printing services problem under study.

Recommendation 15: (LA coverage in IR)

Action taken: OCR's newly created [] Branch has reactivated Latin American coverage and is organized to provide intensified coverage on priority Free World areas.

Recommendation 16: (Regulation on GR)

Action taken: A draft regulation on Graphics Register mission and functions is now being coordinated prior to publication in the [] series (Intelligence Activities).

Recommendation 17: (DCID for GR)

Action taken: OCR has prepared a draft DCID, but, as previously reported, will postpone coordination until DIA planning in this field of activity is further developed.

Recommendation 18: (Use of clerical pool for key-punchers)

Action taken: OCR will continue to make maximum use of such personnel whenever key punch help is needed.

Recommendation 19: (MD programming services)

Action taken: Requests for programming services will henceforth be considered first by OCS for their possible computer support

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implications. Utilization of OCR's punched card capabilities will be arranged jointly between OCS and OCR as appropriate. This approach eliminates the problem identified in the IG's Survey.

Recommendation 20: (GR backlog in MD)

Action taken: The backlog of Graphics Register material was disposed of in mid-December.

Recommendation 21: (LY selection policy)

Action taken: In accordance with the Executive Director's comment on this recommendation, OCR issued CRAG 1/64 on 28 January 1964, which urges all users of the Library to participate in the strengthening of the collections through comments or specific recommendations to the Selection Officer.

Recommendation 23: (Course in use of Library)

Action taken: The Library has outlined a training program for analysts which will be offered in collaboration with OTR.

Recommendation 24: (Transfer of HIC)

Action taken: Effected in September 1963.

Recommendation 25: (SR manuals of instruction)

Action taken: Manuals of instructions have been drafted. Final review and typing is in progress.

Recommendation 26: (Briefings within SR)

Action taken: An active weekly briefing program has been established for Special Register analysts.

Recommendation 27: (Rotation within SR)

Action taken: Special Register is effecting rotation assignments for analysts.

Recommendation 28: (SR vault area)

Action taken: The Office of Security has inspected the rooms and has informally approved the recommended vault area. The necessary alterations will be made, subject to final Security approval and the availability of DD/I funds (\$15,000) for this purpose.

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Assistant Director
Central Reference

Concur:

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Ray S. Cline
Deputy Director (Intelligence)